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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: Director of Personnel

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. The current procedure for effecting interim adjustments of the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1993 reflects a 3.0 per cent movement over the August 1992 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 3.0 per cent, with effect from 1 September 1993.

3. In the light of the critical financial situation confronting the United Nations at the present time, however, implementation of the revised salary scales will have to be deferred. Staff were apprised of this situation in information circular ST/IC/1993/48 of 3 September 1993. Implementation of the revised salary scales, retroactive to 1 September 1993, will be effected as soon as the financial situation of the Organization allows.

4. As indicated in information circular ST/IC/1992/56 dated 24 September 1992, the General Assembly at its forty-sixth session approved, with effect from 1 January 1992, a revised scale of staff assessment rates for the General Service and related categories. Gross salaries established effective

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* Personnel Manual index No. 3120.

1 September 1992 reflected the application of those revised rates. For certain levels and steps of the salary scales for the above-mentioned categories, gross salaries then yielded lower amounts than the corresponding previous gross salaries effective 1 September 1991. In line with the modalities approved by the General Assembly with respect to the implementation of the revised rates of staff assessment, at those levels and steps where the revised gross salaries were lower than those under the previous salary scale effective 1 September 1991, the latter gross salaries were retained for the purpose of computing pension contributions and benefits for those staff members who entered on duty prior to 1 September 1992. This transitional measure was to remain in effect until the retained gross salaries were overtaken as a result of subsequent revisions to the salary scales.

5. Following the application of a 3.0 per cent increase in net salaries and except for certain levels and steps in the Security Service category, the revised gross salaries, effective 1 September 1993, are now higher than the corresponding gross salaries retained in 1992. The transitional measure shall, therefore, continue to apply only to the Security Service category with respect to those levels and steps, for staff on board prior to 1 September 1992. However, for the purpose of computing separation payments, the revised gross salaries effective 1 September 1993 shall apply to all staff members concerned.

6. Pursuant to the procedure approved by the International Civil Service Commission at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,140 to $1,176 net per year, with effect from 1 September 1993. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scale (G-1, step I and S-7, step IX).

7. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member, and of the secondary dependant's allowance and language allowance, remain unchanged.

8. The revised salary scales are provided in the annex to the present circular.

Annex

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS

A.1. Salary scale for staff in the General Service category at Headquarters showing annual gross and net after application of staff assessment

(United States dollars)

Effective 1 September 1993

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	45 931	47 755	49 579	51 404	53 229	55 061	56 898	58 735	60 572	62 413	64 263*
(Net)	34 999	36 331	37 663	38 995	40 327	41 659	42 991	44 323	45 655	46 987	48 319*
G-6	41 423	43 060	44 697	46 336	47 984	49 632	51 279	52 927	54 579	56 239	57 898*
	31 686	32 889	34 092	35 295	36 498	37 701	38 904	40 107	41 310	42 513	43 716*
G-5	37 314	38 792	40 275	41 758	43 241	44 724	46 208	47 701	49 195	50 688	52 181*
	28 662	29 752	30 842	31 932	33 022	34 112	35 202	36 292	37 382	38 472	39 562*
G-4	33 645	34 976	36 307	37 638	38 976	40 316	41 656	42 996	44 336	45 676	47 023*
	25 947	26 932	27 917	28 902	29 887	30 872	31 857	32 842	33 827	34 812	35 797*
G-3	30 314	31 514	32 719	33 927	35 135	36 343	37 551	38 765	39 981	41 197	42 414*
	23 474	24 368	25 262	26 156	27 050	27 944	28 838	29 732	30 626	31 520	32 414*
G-2	27 328	28 412	29 497	30 581	31 666	32 755	33 847	34 939	36 031	37 123*	
	21 249	22 057	22 865	23 673	24 481	25 289	26 097	26 905	27 713	28 521*	
G-1	24 628	25 601	26 579	27 558	28 538	29 518	30 498	31 478	32 461*		
	19 231	19 961	20 691	21 421	22 151	22 881	23 611	24 341	25 071*		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

ALLOWANCES:

Dependency allowances:	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 176
Except for first dependent child of a widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: (to be included in pensionable remuneration)

First language	1 164
Second language	582

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

B.1. Salary scale for staff in the Security Service category at Headquarters showing annual gross and net after application of staff assessment

(United States dollars)

Effective 1 September 1993

	Steps												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	60 905	63 190	65 483	67 776	70 070	72 396	74 721	77 046	79 372*				
(Net)	45 896	47 547	49 198	50 849	52 500	54 151	55 802	57 453	59 104*				
S-6	56 577	58 699	60 822	62 951	65 089	67 226	69 364	71 523	73 690*				
	42 758	44 297	45 836	47 375	48 914	50 453	51 992	53 531	55 070*				
S-5	52 247	54 204	56 174	58 143	60 113	62 083	64 067	66 050	68 033*				
	39 610	41 038	42 466	43 894	45 322	46 750	48 178	49 606	51 034*				
S-4	47 862	49 656	51 451	53 245	55 047	56 854	58 661	60 468	62 276*				
	36 409	37 719	39 029	40 339	41 649	42 959	44 269	45 579	46 889*				
S-3	44 839	46 240	47 648	49 056	50 464	51 873	53 281	54 694	56 112	57 530	58 948*		
	34 197	35 225	36 253	37 281	38 309	39 337	40 365	41 393	42 421	43 449	44 477*		
S-2	40 472	41 737	43 003	44 268	45 533	46 804	48 078	49 352	50 626	51 900	53 174	54 451	55 734*
	30 987	31 917	32 847	33 777	34 707	35 637	36 567	37 497	38 427	39 357	40 287	41 217	42 147*
S-1	36 109	37 234*											
	27 771	28 603*											

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

ALLOWANCES:

Dependency allowances:	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 176
Except for first dependent child of a widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: (to be included in pensionable remuneration)

First language	1 164
Second language	582

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3, step XIII at level S-2 and step II at level S-1 are long-service steps.

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade.

(b) The staff member's service should have been satisfactory.

B.2. Security Service category - Schedule of gross salaries applicable to staff who entered on duty prior to 1 September 1992

(United States dollars)*

	Steps												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	-	-	-	-	-	72 466	74 881	77 297	79 713				
S-6	-	-	-	-	-	-	-	71 558	73 809				
S-5	-	-	-	-	-	-	-	-	-				
S-4	-	-	-	-	-	-	-	-	-				
S-3	-	-	-	-	-	-	-	-	-	-	-		
S-2	-	-	-	-	-	-	-	-	-	-	-	-	-
S-1	-	-											

* The application of the revised rates of staff assessment in 1992 resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1993 shall apply.

C.1. Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(United States dollars)

Effective 1 September 1993

	Steps						
Level	I	II	III	IV	V	VI	VII*
T-8 (Gross)	56 539	58 426	60 313	62 201	64 101	66 001	67 901
(Net)	42 731	44 099	45 467	46 835	48 203	49 571	50 939
T-7	53 148	54 921	56 701	58 480	60 259	62 039	63 831
	40 268	41 558	42 848	44 138	45 428	46 718	48 008
T-6	49 773	51 430	53 088	54 750	56 419	58 088	59 757
	37 804	39 014	40 224	41 434	42 644	43 854	45 064
T-5	46 400	47 951	49 501	51 052	52 603	54 154	55 716
	35 342	36 474	37 606	38 738	39 870	41 002	42 134
T-4	43 054	44 484	45 914	47 353	48 793	50 233	51 673
	32 885	33 936	34 987	36 038	37 089	38 140	39 191
T-3	39 707	41 031	42 355	43 679	45 003	46 329	47 662
	30 425	31 398	32 371	33 344	34 317	35 290	36 263
T-2	36 373	37 581	38 795	40 011	41 227	42 444	43 660
	27 966	28 860	29 754	30 648	31 542	32 436	33 330
T-1	33 035	34 139	35 243	36 347	37 451	38 559	39 671
	25 496	26 313	27 130	27 947	28 764	29 581	30 398

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

ALLOWANCES:

Dependency allowances:	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 176
Except for first dependent child of a widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: (to be included in pensionable remuneration)

First language	1 164
Second language	582

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade.

(b) The staff member's service should have been satisfactory.

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D.1. Salary scales for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters showing annual gross and net after application of staff assessment

(United States dollars)

Effective 1 September 1993

	Steps				
Level	I	II	III	IV	V
Public Information Assistant I (Gross)	32 830	34 223			
(Net)	25 344	26 375			
Public Information Assistant II and	35 747	37 270	38 799	40 332	41 865
Tour Coordinator	27 503	28 630	29 757	30 884	32 011
Tour Coordinator/Supervisor and	40 541	42 532	44 522	46 516	48 521
Briefing Assistant a/	31 038	32 501	33 964	35 427	36 890

a/ Including Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

ALLOWANCES:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 176
Except for first dependent child of a widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

E.1. Salary scale for staff in the Language Teacher category at Headquarters showing annual gross and net after application of staff assessment

(United States dollars)

Effective 1 September 1993

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language Teacher (Gross)	47 793	49 586	51 379	53 173	54 972	56 778	58 583	60 389	62 196	64 014	65 832
(Net)	36 359	37 668	38 977	40 286	41 595	42 904	44 213	45 522	46 831	48 140	49 449

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

ALLOWANCES:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 176
Except for first dependent child of a widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.